



**POSITION ANNOUNCEMENT**  
**AIR QUALITY SPECIALIST**  
*(External/Internal/Promotional)*

**SALARY AND BENEFITS:** \$4377 to \$5333 per month plus \$910 monthly Cafeteria Health Benefit Plan; Portion of Retirement Plan contribution paid by District; Vacation Leave, Holiday Leave, Sick Leave, Life Insurance, and Disability Insurance.

**APPLICATION DEADLINE:** Applications will be accepted until **4:00 P.M. on Friday 09/10/2010.**

The Mojave Desert Air Quality Management District is currently recruiting to fill for the position of Air Quality Specialist focusing on the District's Grants Program (Mobile Emission Reduction Program) to support both the Mojave Desert Air Quality Management District located in Victorville, California and the Antelope Valley Air Quality Management District located in Lancaster, California. Both Districts provide air quality planning, engineering, compliance, and monitoring for Mojave Desert Air Basin.

Under technical supervision, the Air Quality Specialist will plan, organize and coordinate all aspects of mobile source emissions reduction and related grant programs. Develops and implements transportation control measures in coordination with other governmental agencies and offers assistance to small businesses in issues of air quality compliance. The Air Quality Specialist assists in the preparation of written correspondence, reports, permits, rules, and plans. The Air Quality Specialist also performs related duties as required.

**Education and Experience:**

The Air Quality Specialist position requires the possession of a high school diploma (or equivalent); and a minimum of an Associates degree majoring in business, transportation, environmental planning, biology, chemistry, engineering, mathematics, planning (or any directly related field or discipline that could likely provide the desired knowledge and abilities). Bachelor's degree highly desirable.

**Examples of Essential Functions for this position:**

Essential functions may include, but are not limited to, the following:

Knowledge and ability to organize, coordinate and manage all aspects of mobile source emission reduction programs, including but not limited to: soliciting proposals for the grant program, estimating emission reductions and assessing project eligibility, serving as staff liaison to the Board appointed committee for these programs; and performing contract implementation, compliance and evaluation; responsible for program compliance and reporting requirements related to mobile source emission reduction programs; Implementation of the Asbestos Program, including telephone and counter inquiries, checklist and notification for review, determining applicable fees, site observation and inspection, and project tracking; implementation of the Breakdown program, including receiving and logging incoming breakdown notices; implementation of the Burn Program, including telephone and counter inquiries, burn permit administration and periodic summary report preparation; implementation of the Burn Forecast Program including regional agency collaboration, related website update and necessary public notification; implementation of the Complaint Program, including receiving and logging complaints and performing assigned compliant investigations; implementation of the Delinquency Program, including preparing related documentation and performing assigned delinquency investigations; Hearing Board support including variance application review, variance status tracking and reports to the Hearing Board; implementation of the Federal High Priority Violator Program including requirement tracking, document review, facility contact, federal staff contact, and data entry into various electronic tracking systems; issuing, tracking and administering a Notice to Comply and or a Notice of Violation; observation and inspection of any equipment or facility to determine if regulatory requirements and permit conditions are met; assisting source operators in complying with regulatory requirements; reviewing source test protocols for compliance with District requirements and source specific requirements; witnessing source tests; reviewing source test reports for process and source compliance; renewing Federal Operating Permits (aka Title V permit), including documenting permit change history, facility compliance history, facility administrative information and issuing renewed Federal Operating Permits, observation and inspection of facilities with Federal Operating Permits to determine if Federal Operating Permit conditions and requirements are met; processing and responding to project (such as Certificate of Occupancy) and property review requests; implementation of the Variance Program; implementation of the local AB2766, Carl Moyer and similar pass-through grant programs, assisting applicants and grantees in complying with programmatic requirements; promulgation of specific pollutant attainment plans including historical and future emission inventory preparation, attainment demonstrations and control measures; review of proposed project CEQA and NEPA environmental documentation for compliance with air quality requirements; rescission of existing, promulgation of new, and modification of existing rules including preparation of staff reports and Governing Board adoption packages; handling and weighing particulate filters and logging results, maintenance of extractive and filtering air monitoring site equipment, collation, processing and transmission of air monitoring data including maintaining specific State and Federal formats and database interfaces; implementation of the Ozone Mapping Program including related data management and website update; processing selected permit applications including abrasive

blasting, change of ownership, dry cleaner, emergency generator, gasoline dispensing, minor air pollution control device, minor coating/solvent source, minor incinerator, minor mineral handling, minor generator and storage tank and preparation of related engineering evaluations and performing affected site inspections; requesting, reviewing, processing and collating criteria and air toxics emissions inventories; preparation of related reports and documentation. Must be able to perform all of the Essential Functions satisfactorily.

**SELECTION CRITERIA:**

Selection will be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants.

**Application Process:** Interested applicants must submit: (1) a completed official Mojave Desert AQMD District application; (2) a copy of the applicant's unofficial transcript; (3) supplemental questionnaire (attached); (4) at least two current professional references and two current personal references; and (5) current resume. A resume **will not** be accepted in place of a completed original Mojave Desert AQMD application form. A resume may not be attached as a substitute for completing any section of the application.

On a separate piece of paper, respond to the supplemental questionnaire (attached). Limit your supplemental application questionnaire responses to no more than three (3) pages total and must be typewritten. Include your name on your response sheet in the event that it is separated from your application. Your application will be rejected if submitted without responses to the supplemental questionnaire.

Faxes and/or copies of the District's application form are not acceptable.

The District must receive all application materials no later than the day and time specified at the **APPLICATION DEADLINE**, which appears on this announcement.

**Eligibility Lists:** A list of qualified candidates may be established in descending order of score or rank resulting from the evaluation or examination process. Applicant names may remain on an eligibility list for six months unless otherwise indicated. Eligibility Lists may be extended under special circumstances.

**Medical Examination:** Conditional offers of employment are made with the understanding that candidates may be required to pass a medical examination. Failure to meet medical standards may result in termination or withdrawal of appointment if employed prior to completion of the District's medical examination.

**Immigration Law:** At the time of hire, District employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986.

**Probationary Period:** All regular District employees must satisfactorily complete a probationary period of six months. Upon promotion, employees must complete a new probationary period.

**Note:** The Director of Administrative Services may specify the number of candidates to be qualified in the evaluation or examination or any part of any recruitment. The Director of Administrative Services may amend, revise or terminate any part of this recruitment, or the entire recruitment, without further notice.

**LICENSE:** The Air Quality Engineer position requires the possession of a valid California driver's License and meets the automobile insurance requirements of the District.

**OTHER REQUIREMENTS:** The Air Quality Engineer position must possess or be able to obtain a State of California Visible Emissions Evaluation certification.

**APPLY TO:** Mojave Desert Air Quality Management District  
Administrative Services  
Attn: Ms. Jean Bracy  
14306 Park Avenue  
Victorville, CA 92392-2310  
OR  
Antelope Valley Air Quality Management District  
Administrative Services  
Attn: Ms. Jean Bracy  
43301 Division Street, Suite 206  
Lancaster, CA 93535-4649

This position announcement is descriptive only and does not constitute an employment contract expressed or implied.